

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS
Division of Occupational and Professional Licenses
P.O. Box 83720
Boise, ID 83720-0063**

Board Meeting Minutes of 8/5/2021

BOARD MEMBERS PRESENT: Heidi Brough Nye - Chair
Natalie M Nathan
Linda L Simon

BOARD MEMBERS ABSENT: Anne Wheeler
Kristen Hyde

DIVISION STAFF: Anne Lawler, Bureau Chief
Julie Eavenson, Licensing Group Manager
Lori Peel, Investigative Unit Manager
Nicholas Krema, General Counsel
Tyler Williams, Board Prosecutor
Cesley Metcalfe, Team Lead
Allegra Earl, Board Specialist

The meeting was called to order at 2:05 PM MDT by Heidi Brough Nye.

INTRODUCTION

Ms. Lawler introduced herself to the Board. She said that she served as the Executive Director of the Board of Medicine for six (6) years and looks forward to working with the Board and learning more about the profession.

APPROVAL OF MINUTES

Ms. Simon made a motion to approve the minutes of 10/23/2020, 12/15/2020, 02/16/2021 and 4/20/2021. It was seconded by Ms. Nathan. Motion carried.

LAWS AND RULES

Mr. Krema gave the legislative update. He said that three (3) pieces of legislation passed the Legislature and were signed by the Governor to consolidate the free-standing licensing Boards in the state. The Board's rules are temporary because the Legislature failed to pass a concurrent resolution.

DIVISION UPDATES

Ms. Eavenson gave the Division updates. She stated that virtual meetings would continue because of the change in the Center for Disease Control and Prevention (CDC) guidelines. She said that the Division will remain in its current location until this time next year.

Ms. Eavenson reminded the Board that if an applicant or licensee contacts them, to please direct them to the Division for assistance.

DIVISION BUSINESS

The Board reviewed the To Do List and no action was taken.

FINANCIAL REPORT

Ms. Eavenson gave the financial report, which indicated that the Board had a cash balance of (\$93,836.29) as of 06/30/2021.

DISCUSSION ON LETTER REGARDING NALOXONE

The Board reviewed a letter from the Idaho State Board of Pharmacy regarding the use of Naloxone. No action was taken.

DISCUSSION ON CONTINUING EDUCATION APPROVAL PROCESS

Ms. Earl asked the Board for clarification on what continuing education (CE) is accepted by the Board. She said that she has received questions from licensees asking why their continuing education is not approved if it is germane to the practice. The Board referred to Idaho rule 401.02 with information on how to ensure that the CE meets the requirement.

The Board also gave the suggestion to check the National Association of Long-Term Care Administrators Boards (NAB) registry to track their CEs.

DISCUSSION ON APPLICATION REVIEW PROCESS

Ms. Lawler discussed Board governance versus Board operations in relation to documents for Board review. She said that the ultimate goal is to have the Board govern and the Division staff manage the administrative work of licensing.

Ms. Nathan made a motion to delegate authority to staff to issue permits and original licenses for exam if the application is clean and complete. It was seconded by Ms. Simon. Motion carried.

FOR BOARD DETERMINATION

Ms. Nathan made a motion to approve the Division's recommendation and authorize closure in case numbers: I-RCA-2019-8/9; I-RCA-2019-15; I-RCA-2019-17/20; and I-RCA-2021-5. It was seconded by Ms. Brough Nye. Motion carried.

EXECUTIVE SESSION

Ms. Simon made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to consider documents relating to the fitness of an applicant to be

granted a license or registration. It was seconded by Ms. Nathan. The vote was: Ms. Brough Nye, aye; Ms. Nathan, aye; and Ms. Simon, aye. Motion carried.

Ms. Simon made a motion to come out of executive session. It was seconded by Ms. Nathan. Motion carried.

APPLICATIONS

Ms. Nathan made a motion to approve the following for a temporary permit:

NORDBY JOANNA TRCA- 2536

Ms. Nathan made a motion to deny the following based on Idaho Code § 54-4211 (1):

RUMFIELD SHARON

It was seconded by Ms. Simon. Motion carried.

Ms. Nathan made a motion to table the following pending receipt of additional information:

901179483
901179885

It was seconded by Ms. Simon. Motion carried.

BOARD ELECTIONS

The Board deferred the Board elections until the next meeting.

ADJOURNMENT

Ms. Simon made a motion to adjourn the meeting at 4:13 PM MDT. It was seconded by Ms. Nathan. Motion carried.

Heidi Brough Nye, Chair